



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

January 4, 2010

Bob Waeger, Sales Manager
Alignmed, Inc.
2400 South Pullman Street
Santa Ana, CA 92705

Dear Ms. Fox:

RE: **FINAL MONITORING VISIT REPORT FOR ALIGNMED RETRAINING SB ET07-0412**

Date of the Visit:	6/01/09
Beginning/Ending Time:	2:30pm – 3:30pm
Date of Last Visit:	5/22/08
Visit Location:	Via Teleconference
Persons in attendance:	Emilie Fox, Marketing Assistant, Alignmed, Inc. (Alignmed); Bob Waeger, National Sales Manager, Alignmed; and Suzanne Godin, Contract Specialist, ETP
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	6/04/07 – 6/3/09	Agreement Amount:	\$15,600
Training Start Date:	6/11/07	No. to Retain:	10
Date Training must be Completed:	3/3/09	Range of Hours:	8-60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

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SACRAMENTO, CA 95814
(916) 327-5640

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4640 Lankershim Blvd., Suite 311
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SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

AGREEMENT HISTORY

Aligned is a small single employer providing design, manufacturing, sales, and distribution of medical devices. The Panel approved this project in May 2007 as a small business project. ETP approved one amendment during the term of the Agreement which extended the Agreement term by 12 months. Ms. Fox reported that all training was completed on 9/16/08 which allowed for the retention period to be completed within the term ending date of the Agreement.

INTERVIEW WITH THE CONTRACT REPRESENTATIVE: BOB WAEGER

When this project was developed, Aligned had planned on hiring additional employees. Soon after the contract began, the National economy began its downward spiral; and all plans for business growth were put on hold. The economic climate forced Aligned to move its training priorities to the back burner while it concentrated on maintaining its market shares. You elected not to terminate the ETP program because you thought that the economy would turn around and that you would be able to add employees to your staff of four. Although that did not happen, you were able to contain costs. As a result, the number of class/lab training hours delivered on this project was far less than planned.

On a positive note, you stated that two of your employees did receive computer skills training in the latest release of your ERP software (MAS 90). Were it not for ETP funding, Aligned would not have been able to deliver this training in a formal, structured environment.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	3	Completed Training:	2
Trainees Enrolled:	3	Completed Retention:	2
Dropped Following Enrollment:	1	In Retention Period:	0
No. Completed Minimum Reimbursable Hours :	2		

The statistical data submitted by Aligned project staff during this visit, as detailed above, was in agreement with ETP's Trainee Status Report as of the date of this report.

DISCUSSION OF PROJECTED EARNINGS:

Ms. Fox stated that the statistics on the class/lab tracking system were correct which showed that 2 trainees (20% of planned retentions) completed the specified range of class/lab hours (8-60) and retention period. Aligned tracked 90 eligible hours on the ETP class/lab tracking system for the aforementioned 2 trainees. Therefore, Aligned is eligible to earn \$2,340.00 (15 percent of the encumbered amount). As of the date of this report, the Fiscal Closeout Invoice had been issued and Aligned had received \$2,340 in earned progress payments

ATTENDANCE ROSTERS:

Attendance Rosters reviewed:	6/11/07-9/16/08	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.	YES
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INVOICES:

No invoices had been submitted as of the date of this visit; however, the contract analyst conducted a 100% review of all class/lab rosters prior to the subsequent submittal of Invoice #1 for Progress Payment 1 (enrollment) and 2 (completion of training) for two trainees; and the submittal of the Final Invoice for the same two trainees.

AUDIT:

You will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable.

Listed below are types of records typically requested during an ETP field audit:

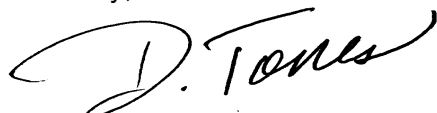
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Suzanne Godin at (619) 686-1918 or at sgodin@etp.ca.gov within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager
San Diego Regional Office

A handwritten signature in black ink, appearing to read 'SG', is positioned above the printed name.

Suzanne Godin, Contract Analyst
San Diego Field Office

cc: Kulbir Mayall, Fiscal Manager
Master File
Project File
Transparency Website